



# JOB DESCRIPTION

**Job Title:** Recreation Lead, Levels I or II (Regular, Part-Time)

**Department:** Parks & Recreation Department

**Reports To:** Recreation Manager

**Overtime Classification:** Non-Exempt

**Date:** January 2019

**Definition:**

Assist in planning and implementing the city's recreation programs, primarily in the areas of facility and athletic field scheduling. Provide administrative support to recreation programs and events, prepare recreational facilities for participant use, and provide supervision of evening programs and special events.

**Supervision:**

Work under the guidance and supervision of the Recreation Manager.

**Essential Job Functions:**

This position covers a broad range of tasks that may include any or all of the below-listed representative job duties:

- Assist the Recreation Manager in planning and implementing recreation programs in the areas of community events, specialized recreation, after-school and summer programs, and general programs.
- Assist with the set up and breakdown of facilities and/or equipment and storage of equipment. Prepare athletic fields for use.
- Coordinate program activities. Provide direction and assistance to participants, instructing them on the rules and guidelines of proper participation in games and various recreational activities.
- Ensure proper behavior on the part of program participants; respond quickly to potentially hazardous situations and accidents. Lead and instruct program participants in the rules and proper participation in games and various recreational activities.
- Assist in evaluating recreation programs; ensure the evaluation process for recreation programs is completed.
- Operate office equipment to perform administrative tasks, including computers and supporting software applications, copiers, fax machines and telephones.
- Provide support to instructors, as directed.
- Officiate athletic activities or events, as directed. Monitor facility use and program activities.
- Help plan, publicize and implement special events.

- Gather data; complete routine reports.
- Maintain inventory of supplies and equipment; clean facility property and conduct maintenance requirements. Keep supervisor informed of material and supplies and related issues in sufficient advance time to correct issues or acquire additional supplies.
- Assist in the preparation of posters, bulletin boards, and other means of advertisement; deliver promotional materials to schools and other agencies throughout the city.
- Maintain records, process forms, collect fees and perform other administrative support tasks.
- Attend appropriate staff meetings, training sessions and workshops, as directed.
- Perform a variety of administrative tasks in support of recreation programs; receive program registrations, collect fees and document cancellations; maintain waiting lists for programs, classes, and activities, as needed.
- Assist in the development and implementation of recreation program goals, objectives, policies and priorities; implement resulting policies and procedures.
- Operate office equipment to perform administrative tasks, including computers and supporting software applications, copiers, fax machines and telephones.

**Secondary Job Functions:**

- Respond to public inquiries in a courteous manner, providing information within the scope of knowledge or refer to appropriate staff.
- Other duties of a similar scope or nature, as directed.

**Qualifications:**

**Knowledge of:**

- Rules, practices, techniques and equipment used in a wide range of recreation activities.
- Basic rules of soccer, basketball, baseball, volleyball, and football.
- Event coordinating and planning.
- Basic methods and techniques of scheduling.
- Principles and procedures of record keeping.
- Modern office procedures, methods and equipment, including computers and applicable computer software applications.
- Effective customer service techniques and principles, including skill in working with diverse populations.

**Ability to:**

- Learn the basic operations, services and activities of the city's comprehensive recreation program.
- Learn a wide variety of recreation facilities, including daily operations and equipment.
- Assist in the planning and implementation of a wide range of city recreation programs, classes, events and activities for all ages and ability levels.
- Provide administrative support for recreation programs, including record keeping and report preparation.
- Work weekends or other irregular hours, as necessary.
- Learn to lead program participants in recreational activities in assigned areas.
- Learn to assist in promoting recreation activities in the community.

**Ability to: (Continued)**

- Assist in operating and maintaining recreation facilities.
- Communicate effectively, both orally and in writing. Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with other employees, agencies and the public.
- Schedule parks and facility usage.
- Set up and take down equipment for recreation programs and special events.
- Learn methods and techniques of planning, organizing and supervising recreation programs.
- Maintain accurate records and files.
- Operate office equipment, including computers and supporting word processing and spreadsheet applications.
- Establish and maintain effective working relationships with fellow employees and the general public.
- Communicate clearly and concisely, both verbally and in writing.

**Education and Experience:**

**Minimum Criteria:**

Skills, knowledge and abilities to successfully perform all the functions of the position. Possession of or the ability to obtain First Aid/CPR Certification and blood borne pathogens training.

**Preferred Criteria: (In addition to Minimum Criteria)**

Minimum of one (1) year of experience working in recreation, education, or a related field.

Customer Service Experience

**Special Requirements:**

- Possession of a valid Washington State driver's license and a driving record that is considered satisfactory in accordance with city standards.
- American Red Cross CPR, First Aid and Bloodborne Pathogen Training or the ability to obtain this training within 6 months of starting this position.
- Proper documentation to fulfill the requirements of the Immigration and Nationality Act within three (3) days of employment is a condition of employment with the City of Covington.

**Physical Demands and Work Environment:**

- **Constant Demands:** Sitting, talking, hearing, seeing, standing, walking, stooping, kneeling, balancing for prolonged periods. Visual acuity must be such to allow for effective performance of administrative tasks on a computer.
- **Frequent Demands:** Driving, climbing, crawling, pushing, pulling, feeling, reaching, lifting, grasping, twisting above the waist and reaching, bending at waist, repetitive hand and arm motion, and fine finger manipulation in the use of a compute; moderate lifting and carrying.